

## EXAMINATION ENTRY CORRECTION FORM

The last day for corrections for each examination is listed on the table of dates found here - <http://www.admin.cam.ac.uk/students/studentregistry/staff/exams/college/index.html>

If a student is going out of residence, please ensure that you have updated the program/plan stack in CamSIS as per the issued guidelines. If you require assistance, please email [examops@admin.cam.ac.uk](mailto:examops@admin.cam.ac.uk)

Some example corrections are shown below.

| USN       | Name     | Exam code | Nature of correction   |
|-----------|----------|-----------|--|
| 306992481 | Smith, M | ART0      | <i>Please withdraw student from paper 1 and add an entry to paper 2.</i> |
| 313358764 | Jones, S | ART1      | <i>Student is degrading. Please withdraw from all papers.</i>            |

Please complete the grid below, indicating the correction required (*withdrawing from papers, adding papers etc*), and then sign below, adding in your college name and date.

| USN | Name | Exam code | Nature of correction |
|-----|------|-----------|----------------------|
|     |      |           |                      |

**Tutor / Tutorial office**

\_\_\_\_\_

**College**

\_\_\_\_\_

**Date**

\_\_\_\_\_

Please send to; Exam Operations, Student Services Centre, New Museums Site, Cambridge  
CB2 3PT

Please email the form to [examops@admin.cam.ac.uk](mailto:examops@admin.cam.ac.uk) or email with the details of the correction to be made.